

Headstart Inventory System Program

Introduction.....

Welcome to the Headstart Inventory program. This program is designed for entering inventory data. This program will also allow transfer of inventory data from the Delegate's sites to the Department of Human Services (DHS).

Installation requirements.....

Two diskettes provided by DHS:

1. Diskette labeled : *<Delegate Name>* Database
Example: Hartford Database
2. Diskette labeled: *<Delegate Name>* Transfer Data
Example: Hartford Transfer Data

Microsoft Access 2000, or higher.

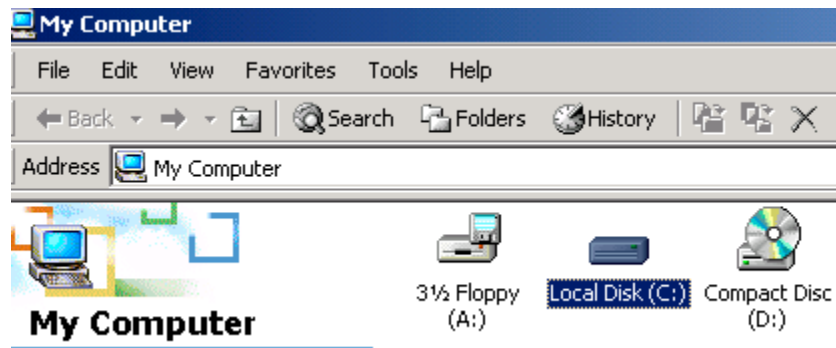
If Microsoft Access 97 is running on your system instead of Microsoft Access 2000, please contact the ITS staff at DHS. We will convert the inventory database to run under Microsoft Access 97.

Installation.....

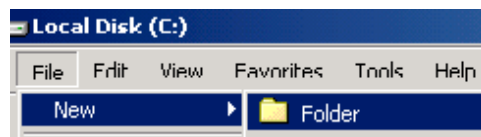
1. Create a new directory on the "C" drive by
 - a. Click on the *My Computer* icon on your desktop.



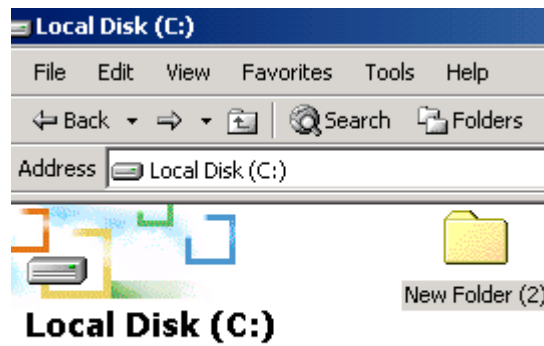
b. Click on the *LocalDrive(C:)* icon.



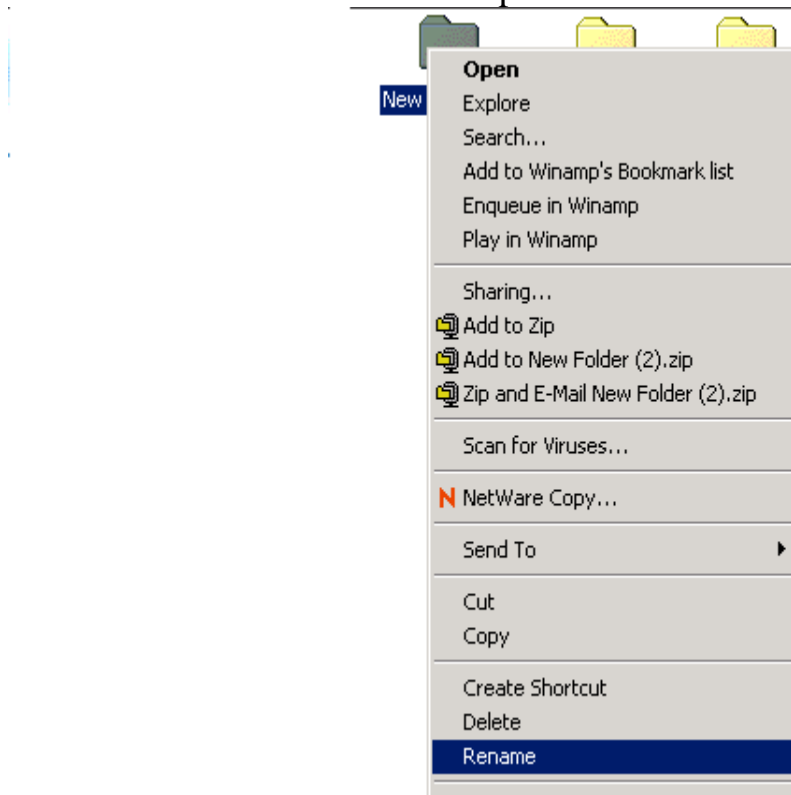
c. Select **File...New...Folder** from the File menu.



d. Once the new folder is created, right-click the new folder.

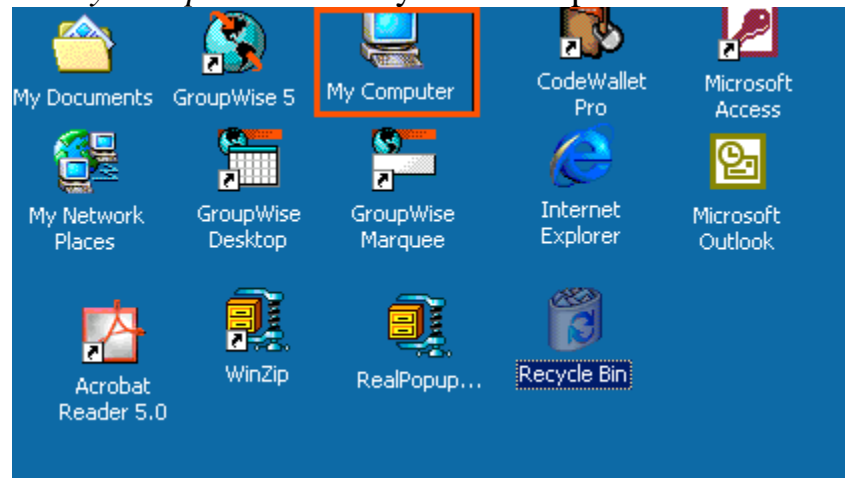


- e. Select **Rename** from the drop-down box.

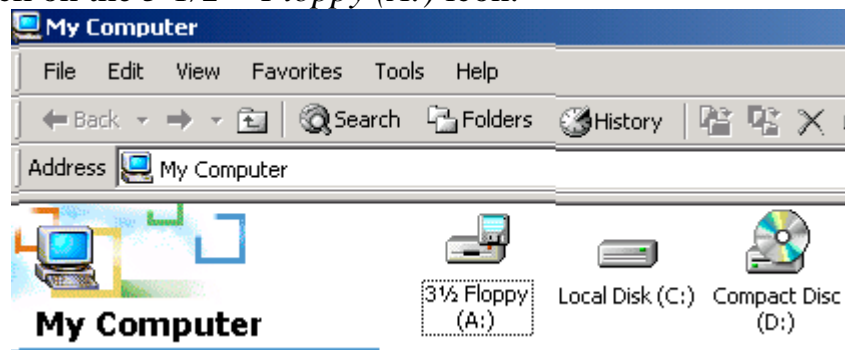


- f. Rename the new folder “*Inventory Database*”.

2. Insert the diskette labeled <*Delegate Name*> Database in floppy drive A.
3. Click on the *My Computer* icon on your desktop.



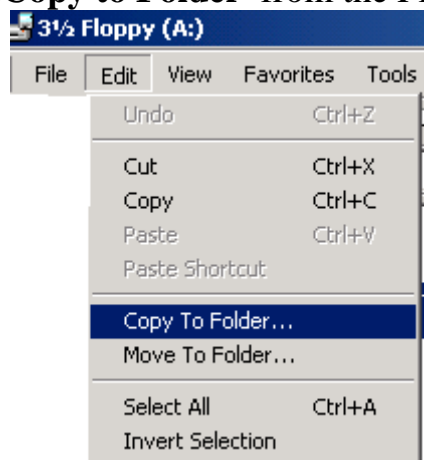
4. Click on the *3-1/2" Floppy (A:)* icon.



5. Select **Edit....Select All** from the File menu



6. Select **Edit....Copy to Folder** from the File menu.

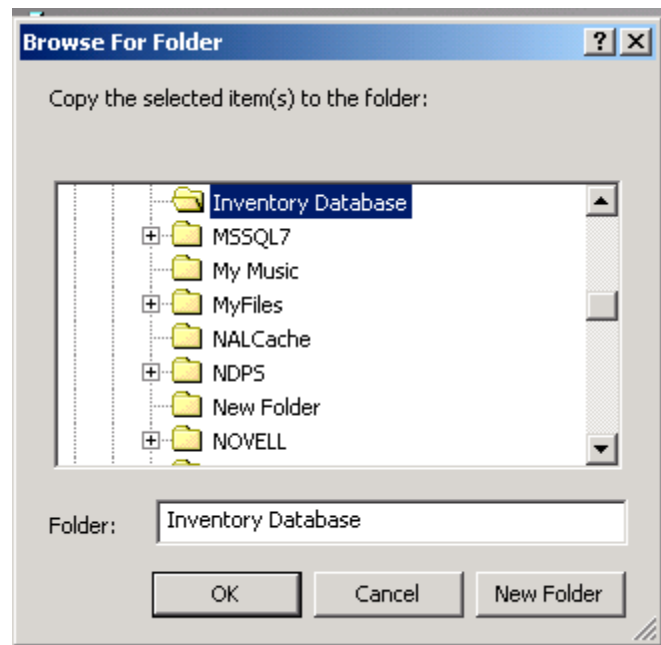


7. The *Browse for Folder* dialog box will appear.



8. Click *My Computer...Local Drive(C:)...Inventory Database* from the dialog box.



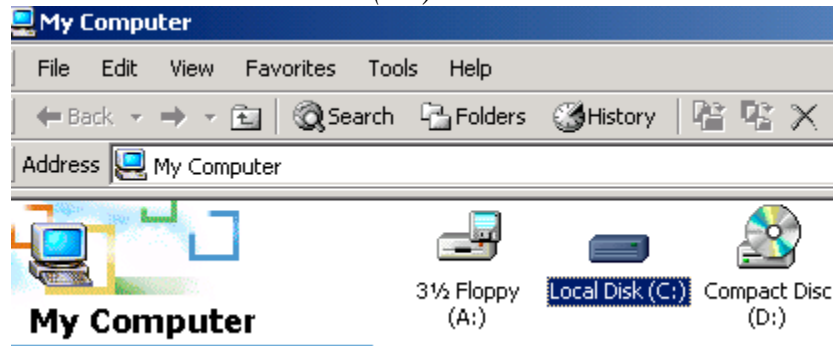


9. Click the *OK* button to copy the files from drive A: to drive C:

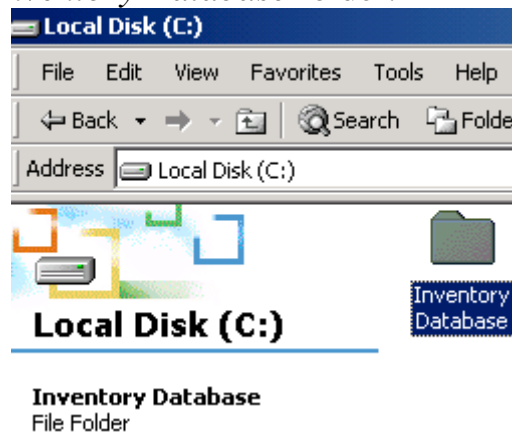
10. Click on the *My Computer* icon on your desktop.



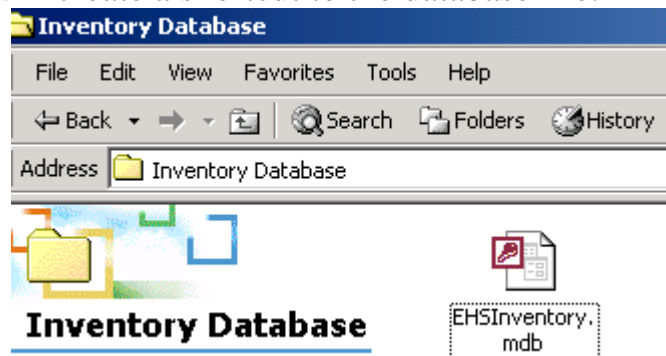
11. Click on the *Local Drive(C:)* icon.



12. Click on the *Inventory Database* folder.



13. Highlight the file in the *Inventory Database* folder. Hold the left mouse button down, and drag the database file icon to the desktop. This will create a shortcut to the database file.



Note: The database file shown will actually contain the name of your own Delegate.

Using the Program.....

Start the program by clicking on the database icon you placed on the desktop. The opening screen will appear:



There are four buttons at the bottom of the opening screen. Clicking the first button, "Inventory Data Entry", will take you to the data entry screen.

The second button, "Reports", allows you to run reports on the database.

The third button, "Transfer to DHS", sends data from your site to DHS.

When you are ready to quit the program, click the fourth button.

Entering inventory data.....

Click the button labeled, “Inventory Data Entry.” This brings up the **Inventory Data Entry** form. There are four buttons on this form.

The screenshot shows the 'Inventory System' form in Microsoft Access. The form has a menu bar (File, Edit, View, Insert, Format, Records, Tools, Window, Help) and a title bar. The main area contains several input fields and buttons. At the top, there are dropdowns for 'Delegate:' and 'Delegate ID:'. Below these are fields for 'Center', 'Center Address', 'City', 'State', and 'Zip Code'. Further down are 'Classroom' and 'Room Number/Name' fields. A section for item details includes 'Category', 'Item Number', 'Item Description', 'Serial Number', 'City Tag', 'Bar Code', and 'Acquisition Date'. Below this is a 'Vendor' field, a 'Manufacturer' dropdown, and a 'Model' dropdown. To the right of these are fields for 'Quantity', 'Item Cost', 'Total Cost', 'Federal Share', and 'Funding Source'. A 'Disposal Method' section contains checkboxes for 'In Service', 'Storage', 'Sold', 'Scrapped', 'Donated', and 'Stolen'. Below the disposal methods are fields for 'Disposal Date', 'Selling Price', 'Salvage Value', 'Date of Theft', 'Last Value', and 'Date Recovered'. At the bottom, there are four buttons: 'Add Record', 'View All Records', 'Run Report(s)', and 'Close Form'.

Add Record button

Click this button after adding data to the fields on the form. Select the Delegate to make Center information available. Once the Delegate is selected, clicking on the Center drop down box will allow selection of a Center.

This screenshot shows the 'Inventory System' form with the 'Center' dropdown menu open. The 'Delegate:' dropdown is set to 'Detroit Public Schools' and the 'Delegate ID:' dropdown is set to '05CH0113001'. The 'Center' dropdown menu is open, showing a list of centers: Bagley, Barbour, Beard, Bellevue, Biddle, Boykin, Boykin, and Bunche. The 'Center Address' field is set to '311 8100 Curtis'. The 'City' field is set to 'Detroit' and the 'State' field is set to 'MI'. The 'Zip Code' field is set to '48221'. The 'Room Number/Name' field is empty. The 'Item Description' field is empty. The 'Serial Number' field is empty. The 'City Tag' field is empty. The 'Quantity' field is empty. The 'Item Cost' field is empty. The 'Total Cost' field is empty.

List of Centers drop down box..

Inventory Data Entry Form

Inventory System

Delegate: Delegate ID :

Center: Center Address: City: State: Zip Code:

Results of selecting Center and Delegate.

In the **Disposal Method** box, check the status that applies to the item in the inventory.

<p style="text-align: center;">Disposal Method</p> <p> <input checked="" type="checkbox"/> In Service <input type="checkbox"/> Storage <input type="checkbox"/> Sold <input type="checkbox"/> Scrapped <input type="checkbox"/> Donated <input type="checkbox"/> Stolen </p>	<p>Disposal Date</p> <input type="text"/>	<p>Selling Price</p> <input type="text"/>	<p>Salvage Value</p> <input type="text"/>
	<p>Date of Theft</p> <input type="text"/>	<p>Last Value</p> <input type="text"/>	<p>Date Recovered</p> <input type="text"/>

1. If an item is **In Service**, or **Storage**, leave the following fields blank: **Disposal Date**, **Selling Price**, **Salvage Value**, **Date of Theft**, **Last Value**, and **Date Recovered**.
2. For a **Sold** item, enter data in the **Disposal Date**, and **Selling Price** fields.

<p style="text-align: center;">Disposal Method</p> <p> <input type="checkbox"/> In Service <input type="checkbox"/> Storage <input checked="" type="checkbox"/> Sold <input type="checkbox"/> Scrapped <input type="checkbox"/> Donated <input type="checkbox"/> Stolen </p>	<p>Disposal Date</p> <input type="text" value="12/01/2000"/>	<p>Selling Price</p> <input type="text" value="\$50.00"/>	<p>Salvage Value</p> <input type="text"/>
	<p>Date of Theft</p> <input type="text"/>	<p>Last Value</p> <input type="text"/>	<p>Date Recovered</p> <input type="text"/>

3. If an item was **Scrapped**, enter data in the **Disposal Date**, and **Salvage Value** fields.

<p style="text-align: center;">Disposal Method</p> <p> <input type="checkbox"/> In Service <input type="checkbox"/> Storage <input type="checkbox"/> Sold <input checked="" type="checkbox"/> Scrapped <input type="checkbox"/> Donated <input type="checkbox"/> Stolen </p>	<p>Disposal Date</p> <input type="text" value="12/01/2000"/>	<p>Selling Price</p> <input type="text"/>	<p>Salvage Value</p> <input type="text" value="10.00"/>
	<p>Date of Theft</p> <input type="text"/>	<p>Last Value</p> <input type="text"/>	<p>Date Recovered</p> <input type="text"/>

4. For a **Donated** item, enter data in the **Disposal Date**, and **Last Value** fields.

Disposal Method				Disposal Date	Selling Price	Salvage Value
<input type="checkbox"/> In Service	<input type="checkbox"/> Storage	<input type="checkbox"/> Sold	<input type="checkbox"/> Scrapped	12/01/2000		
<input checked="" type="checkbox"/> Donated	<input type="checkbox"/> Stolen			Date of Theft	Last Value	Date Recovered
					50.00	

5. If an item was **Stolen**, enter data in the **Date of Theft**, and **Date Recovered** fields. If it applies, enter data in the **Date Recovered** field.

Disposal Method				Disposal Date	Selling Price	Salvage Value
<input type="checkbox"/> In Service	<input type="checkbox"/> Storage	<input type="checkbox"/> Sold	<input type="checkbox"/> Scrapped			
<input type="checkbox"/> Donated	<input checked="" type="checkbox"/> Stolen			Date of Theft	Last Value	Date Recovered
				12/01/2002	\$500.00	12/31/02

After data is entered in the fields on the form, to save the record, click the **Add Record** button.

Disposal Method				Disposal Date	Selling Price	Salvage Value
<input type="checkbox"/> In Service	<input type="checkbox"/> Storage	<input type="checkbox"/> Sold	<input type="checkbox"/> Scrapped			
<input type="checkbox"/> Donated	<input checked="" type="checkbox"/> Stolen			Date of Theft	Last Value	Date Recovered
				12/01/2002	\$500.00	12/31/02
Add Record				View All Records	Run Report(s)	Close Form

This will save the record to the database, clear the form, and a dialog box will pop up. The dialog box will ask if you want to use the same Center for the next record. If there are errors, the record will not be saved to the database. Correct any data entry errors.

If the form clears, and the dialog box does not appear, you may have hit the **ENTER** key on the keyboard. In that case, the record will not be saved to the database.

View All Records button

What happens if there is a need to edit a previous record? Use the record navigation buttons at the bottom of the form to move back or forward between records.

However, the navigation buttons only apply to the current day's records. If records were entered a few days ago, they will not appear as you navigate through the recordset using the navigation buttons.

Record: 2 of 2

Navigation buttons

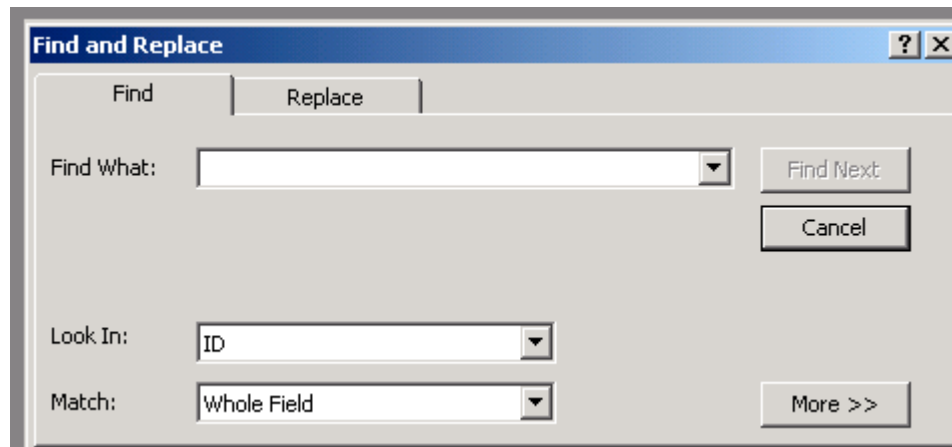
To see all records in the database, click the **View All Records** button. A form will appear with its own set of four buttons. At the bottom of this form, a count of all the records in the database is displayed.

frmDeletion

ID	Activity Date	Delegate	Center		
	10/31/2002	Detroit Public Schools	Bagley		
Classroom	Rooms	Category	Item Number		
Wild Indians	306	Office Equipment	200002		
Vendor	Manufacturer	Model			
HOFFRAUS	OASIS	VECTRA			
Serial Number	City Tag	City Bar Tag	Acquisition Date	Quantity	Item Cost
034snv	777777	19770	10/02/1972	1	\$20.00
Total Cost	Disposal Method	Disposal Date	Sell Price	Final Value	Federal Share
\$20.00	In Service				10000%
Fund Source					

Record: 1 of 112

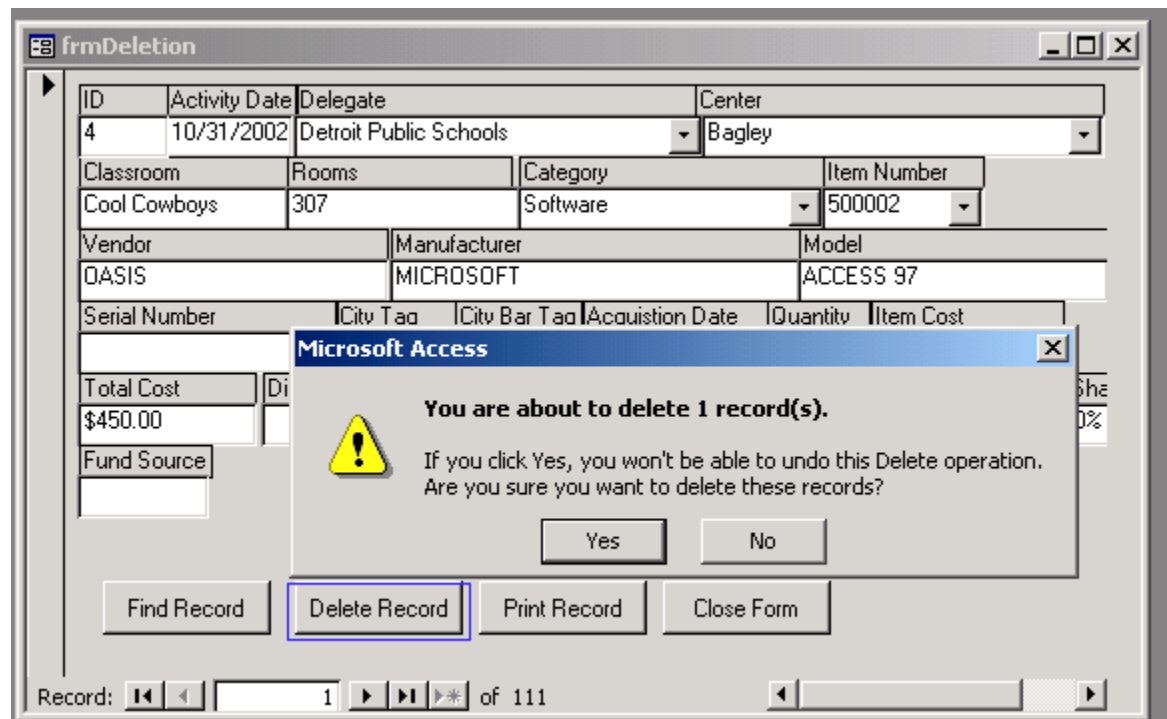
Clicking the **Find** button enables a search for groups of records by specifying criteria in fields. Using the **Find** function allows replacement of data in several records without calling up each record.



The 'Find and Replace' dialog box has two tabs: 'Find' and 'Replace'. The 'Find' tab is active. It contains the following fields and buttons:

- Find What:** A text input field with a dropdown arrow.
- Find Next:** A button.
- Cancel:** A button.
- Look In:** A dropdown menu showing 'ID'.
- Match:** A dropdown menu showing 'Whole Field'.
- More >>:** A button.

Clicking the **Delete** button marks a record for deletion. A dialog box will ask if deleting a record is really what you want to do. Click OK if you want to delete the record. Click Cancel if you decide not to delete the record. Use this button with extreme caution to avoid unnecessary loss of data.



The 'frmDeletion' form displays a record with the following data:

ID	Activity Date	Delegate	Center
4	10/31/2002	Detroit Public Schools	Bagley

Below the table, there are several input fields:

- Classroom:** Cool Cowboys
- Rooms:** 307
- Category:** Software
- Item Number:** 500002
- Vendor:** OASIS
- Manufacturer:** MICROSOFT
- Model:** ACCESS 97
- Serial Number:** [Empty]
- City Tao:** [Empty]
- City Bar Tao:** [Empty]
- Acquisition Date:** [Empty]
- Quantity:** [Empty]
- Item Cost:** [Empty]
- Total Cost:** \$450.00
- Fund Source:** [Empty]

A Microsoft Access warning dialog box is overlaid on the form:

Microsoft Access

You are about to delete 1 record(s).

If you click Yes, you won't be able to undo this Delete operation. Are you sure you want to delete these records?

Yes **No**

At the bottom of the form, there are buttons: **Find Record**, **Delete Record** (highlighted with a red box), **Print Record**, and **Close Form**.

The status bar at the bottom shows: **Record:** 1 of 111

Print records by clicking the **Print** button.

The screenshot shows a software window titled "frmDeletion". It contains a form with various fields organized into sections. The first section includes ID (3), Activity Date (10/31/2002), Delegate (Detroit Public Schools), and Center (Bagley). The second section includes Classroom (Wild Indians), Rooms (306), Category (Office Equipment), and Item Number (200002). The third section includes Vendor (HOFFRAUS), Manufacturer (OASIS), and Model (VECTRA). The fourth section includes Serial Number (034snv), City Tag (777777), City Bar Tag (19770), Acquisition Date (10/02/1972), Quantity (1), and Item Cost (\$20.00). The fifth section includes Total Cost (\$20.00), Disposal Method (In Service), Disposal Date, Sell Price, Final Value, and Federal Share (10000%). The sixth section includes Fund Source. At the bottom, there are four buttons: Find Record, Delete Record, Print Record (highlighted with a blue border), and Close Form. Below the buttons is a record navigation bar showing "Record: 1 of 112".

ID	Activity Date	Delegate	Center		
3	10/31/2002	Detroit Public Schools	Bagley		
Classroom	Rooms	Category	Item Number		
Wild Indians	306	Office Equipment	200002		
Vendor	Manufacturer	Model			
HOFFRAUS	OASIS	VECTRA			
Serial Number	City Tag	City Bar Tag	Acquisition Date	Quantity	Item Cost
034snv	777777	19770	10/02/1972	1	\$20.00
Total Cost	Disposal Method	Disposal Date	Sell Price	Final Value	Federal Share
\$20.00	In Service				10000%
Fund Source					

Find Record Delete Record **Print Record** Close Form

Record: 1 of 112

When finish editing, or viewing records, click the **Close Form** button, to return to the Inventory Data Entry Form.

frmDeletion

ID	Activity Date	Delegate	Center		
3	10/31/2002	Detroit Public Schools	Bagley		
Classroom	Rooms	Category	Item Number		
Wild Indians	306	Office Equipment	200002		
Vendor	Manufacturer	Model			
HOFFRAUS	OASIS	VECTRA			
Serial Number	City Tag	City Bar Tag	Acquisition Date	Quantity	Item Cost
034snv	777777	19770	10/02/1972	1	\$20.00
Total Cost	Disposal Method	Disposal Date	Sell Price	Final Value	Federal Share
\$20.00	In Service				10000%
Fund Source					

Find Record Delete Record Print Record **Close Form**

Record: 1 of 112

Reports button

Clicking this button brings up the **Reports** screen.

Disposal Method

☐ In Service ☐ Storage ☐ Sold ☐ Scrapped
☐ Donated ☒ Stolen

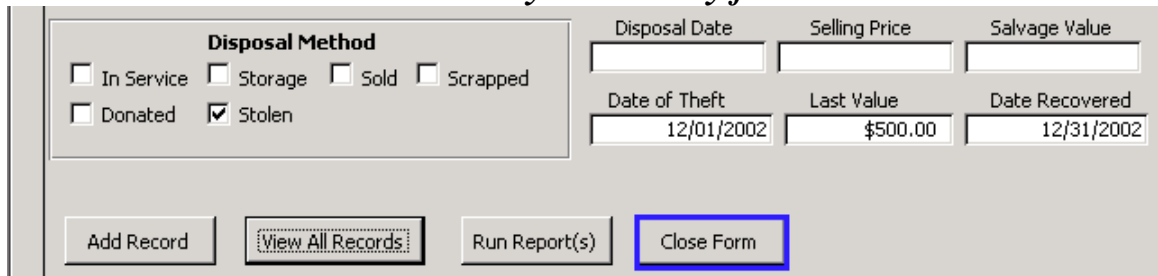
Disposal Date Selling Price Salvage Value
Date of Theft Last Value Date Recovered

12/01/2002 \$500.00 12/31/200

Add Record View All Records **Run Report(s)** Close Form

Close Form button

This button will close the *Inventory Data Entry form*.



The opening screen will appear.



If you exit the *Inventory Data Entry form*, and decide to enter more data, keep the following in mind:

Clicking the *Inventory Data Entry* button will create a new session.

Only the records entered in the new session will be available from the *Inventory Data Entry form*. To view and edit records from previous sessions, click the *View All Records* button.

Transfer Data.....

Insert the diskette labeled, <*Delegate*> Transfer Data, in the floppy disk drive.

Click the *Transfer to DHS* button on the opening screen.



If the wrong diskette is inserted, or no diskette is in the floppy drive, a warning message will appear. This message will continue to ask for the correct diskette until the correct disk is inserted.



If the correct disk is inserted, the program will retrieve updated inventory data from the inventory database. Messages will appear asking if new records should be appended to the receiving database on the diskette. The response to the messages is always “Yes”, unless you decide not to transmit inventory data to DHS.



After the inventory data is transferred to the diskette, a message will appear saying that the transfer was successful.



Remove the transfer data diskette from the floppy drive. Send the diskette to DHS.

Exiting the program.....
Clicking the *Close* button on the opening screen page will close the program.

